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Staff Council Meeting Documents

University of Central Florida Staff Council

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8-21-2015

## Minutes 2015-08-21

Staff Council

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***Staff Council Meeting Minutes  
Thursday, August 20th 2015  
Recreation and Wellness Room 206***

Present: Joanne McCully, Desiree Freeland, Barbara Brown, Jamie LaMoreaux, Maribel Amaro, Bettina Baca, Bonnie Belot, Rhodney Browdy, Jenna Capp, Osepha Felix, Cissy Glowth, Susan Hill, Elizabeth Livingston, Paula McClure, April Murdoch, Kristell Padel, Chris Tangel, Julie Voyles, Debbie Pope, Kay West and Elizabeth Latorre-Barreto, and Jeff Golub.

Guest Speaker: Ashley Longoria

***Absent: Kristal Walker, Tonya Walker, Pauline Strauss, Danielle Frazier, and Maria Molina***

**Note:** Staff Council meets every third Thursday of the month. Committees meet separately and may pick their own meeting schedule day and times amongst their committee. Anyone is welcome to attend Staff Council meetings, however, only Staff Council members have voting rights. In the event that you are not able to attend a meeting, notify the Secretary immediately. *The charter states if you miss four meetings (excused or unexcused) you will be subject to dismissal, at the discretion of the President and Secretary.*

Meeting called to order at 0930hrs by President Debbie Pope.

***1. Welcome/Updates***

- Debbie welcomed all staff council and members and thanked all that attended the retreat.

***2. Approval of Minutes***

- Benefits Fair will be changed from 4pm to 9:00am-2:00pm Cissy Glowth moved to accept the minutes contingent upon error correction and April Murdoch seconded the motion. Staff Council minutes were approved unanimously.

***3. Roll Call***

- Attendance: Sign in sheet in lieu of roll call.

***4. Treasury Report***

- Desiree Freeland reported an expenditure of \$350.00 for the diversity breakfast table, and \$34.77 spent at the retreat for ice cream and ice (toppings were supplied by officers). Total funds as of August 20th \$6,718.72.

***5. Human Resources Updates – Ashley Longoria – Benefits Manager- Human Resources***

- No information is available about raises or the Christmas shutdown at this time.
- Open Enrollment will be October 19<sup>th</sup> through November 6<sup>th</sup>
- Insurance Updates Effective 1/1/16
  - a. Dependent Spouse Life insurance (through Minnesota Life will be available. Two option levels will be available: 1) \$4.50 /month for \$15,000.00 or 2) \$6.00/month for \$20,000.00 coverage level). For the 2016 Open Enrollment window, this coverage will be guaranteed issue.

- b. Dependent Child Life Insurance (through Minnesota Life) will be available: One coverage option about \$.85/month for \$10,000.00 coverage level. This will always be guaranteed issue.
- c. \$25,000.00 Basic Life insurance monthly premium is slightly decreasing (\$.358/month from the current \$ 4.54/month). This coverage is paid by UCF for full time regular employees.
- d. Optional Life insurance monthly premium is slightly decreasing. The premium is dependent on the employee's age and coverage elected.
- e. Cigna Hospitalization plan premiums are slightly changing. The changes (slight decrease or increase) are dependent on the plan that the employee has chosen.
- 2015 Benefits Fair will take place in the Pegasus Ballroom on October 30<sup>th</sup>, from 9:00am through 2:00pm.
- Annual Employee Awards Program will be held October 15<sup>th</sup> at 3:00pm to 5:00pm.
- UCF has contracted with Retirement Manager to assist employees with requesting hardships and/or loans from the voluntary 403(b) retirement accounts. To learn more about Retirement Manager, please visit the HR website at [hr.ucf.edu](http://hr.ucf.edu)

## 6. *Committee Updates*

### ❖ Budget Committee

- Proposed budgets so far include:
  - a) Marketing \$500.00
  - b) Fundraising \$250.00
  - c) Special Events 2532.98
  - d) Goodwill \$500.00

**Total Budget \$3283.00**

### ❖ Marketing Committee

- Priority is trying to get the website information moved to a more maintainable website. Desiree is working with IT friends and the help desk to make this happen. After data is moved and established the updates will be included.

### ❖ Special Events Committee

- No meeting held, but two (2) initiatives have been established:
  - a) Employee Knights Pantry
  - b) Employee Walk
- A location is needed for the employee Knights Pantry, Joanne suggested contacting someone from SDES. Elizabeth Livingston volunteered to talk to someone in this area.
- Osepha asked if a survey had been taken to establish how many people may be in need.

### ❖ Scholarship Committee

- Applications will be accepted starting next week.
- Scholarships available are:
- \$350.00
  - \$250.00
  - \$500.00 (\$100.00 X 5) Barnes and Noble
  - \$250.00 UCF Alumni Association
  - CFE Credit Union is now only once a year. Jamie is approaching Fairwinds and other sponsors.

- ❖ Fundraising Committee
  - Pegasus Pins will not be sold due to Barnes and Noble contract restrictions.
  - Cookbook will be major fund raising project.
  - May work instrumental with Susan Hill to run the auction at the Staff Assembly.
  - Any ideas for alternate logos for pins should be submitted to Chris Tangel for review.
- ❖ Goodwill Committee:
  - Will distribute welcome packets after new employees are settled in their work stations (2weeks to 1 month).
  - Council members are asked to donate any 'all occasion' cards they may not want.
  - Paula McClure will establish an exchange e-mail account for the website.
  - All members are asked to approach any vendors they may know that might donate a small treat for the Birthday cards that are distributed once a month. The card will be stamped with a special goodwill validation stamp being designed by Kay West to avoid any duplication.
- ❖ Research Committee
  - Barbara Brown will chair this committee.
- ❖ Charter and Election Committee
  - No meeting and nothing to report
- ❖ Diversity Committee
  - Jenna Capp will replace Katie Pomp as chair of the Diversity Committee.
  - Diversity breakfast is October 12 (8:00am) in the Pegasus ballroom. Sheet was passed around for members that have not attended the breakfast to sign up.
  - Respect UCF Day to include:
    - a) Police Officers and Doggies
    - b) CPR demonstrations
    - c) First Responders
    - d) Maribel will design buttons

## 7. *New Business*

- Benefits Fair – Debbie will pass a volunteer sheet around next meeting.
- Shirts – Cissy stated that the shirts should be in next week and would be delivered. Anyone owing money should bring it to the next meeting.
- Vacancies on Staff Council – Debbie mentioned that if anyone knows of an individual that wants to served that there are four (4) vacant spots.
- Meeting Locations: Debbie asked for any conference rooms that people can host a meeting.
- Regional Campus Appreciation will be Cocoa at the March meeting.

***Next meeting – September 17th –Orlando Technical Center (OTC) – Purchasing  
Conference Room- 0930hrs-1130hrs***